

MSN Life Sciences Private Limited

MSN House, Plot No.: C-24,
Sanath Nagar Industrial Estate, Sanath Nagar,
Hyderabad, Telangana, Pincode: 500018. India.
CIN: U24239TG2005PTC047655
Phone: +91-40-30438600 Fax: +91-40-30438798

January 17, 2019

Mr.P. Gopal
S/o H.No: 1-2
Talamadla (Vill.),
Rajampet,
Kamareddy (Dist.),Telangana-503102.
Mobile No: 9948191391

Dear Mr.P. Gopal,

Sub: Offer and Appointment Letter

This has reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment with the following Terms & Conditions:

1. Designation:

You will be designated as "Senior Executive", Grade "G06", in Technical Services Development Department based at MSN Life Sciences Private Limited-MSNLS-III-Bhiknoor Location.

2. Remuneration:

Detailed compensation structure as Total Cost to Company Rs. 650000/- is mentioned in the Annexure-I.

3. Documents to be Submitted:

Please bring all the following documents in original with Photostat copies of the same at the time of joining.

- a. Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
- b. All Educational Certificates and any other Certificates related to specific Training and Skills
- c. All Previous Employment Service Certificates/ Relieving Letters
- d. Relieving Letter/ Service Certificate of your Current Employer
- e. Latest three months' pay slips of Current Employment
- f. Last Six months Bank Statement of Current Employment
- g. Aadhaar Card of self and dependent family members
- h. PAN Card
- i. Passport / Driving License
- j. A cancelled cheque leaf of active bank account
- k. Previous Employment EPF (UAN) / ESI details if any

8.1.1

Page 1 of 2

Name : P. Gopal

- I. Previous Employment Provisional Form-16, if applicable, for Income Tax Calculation Purpose
- m. Medical Certificate with Reports
- n. Non Judicial Stamp Paper worth Rs. 100/- in your name, for the purpose of Employment Agreement. You need to give us the Agreement of Employment on Non-Judicial Stamp paper, Stating that, you will work with MSN Group of Companies for a minimum period of three years, from the date of joining.

4. Medical Fitness:

This Offer and Appointment is subject to your medical fitness, for which you need to undergo Medical Examination at Company's Designated Medical Center as per Annexure- III.

5. Terms & Conditions:

- a. Your employment is governed by the detailed Terms & Conditions furnished in Annexure - II.
- b. As discussed, you need to join us on or before April 20, 2019, failing which this offer and Appointment Letter stands withdrawn.

Kindly arrange to send us your written confirmation within two working days, from the date of receipt of this offer letter as a token of your acceptance, by signing on the Xerox copy of this letter, mentioning your Date of Joining.

Please feel free to contact Ms. K. Silpa Reddy Contact No. 040-30438783 Email ID: silpareddy.k@msnlabs.com for further clarifications, if any.

We would like to take this opportunity to welcome you into our MSN family and wishing you a long & successful association with us.

Thanking you,

Yours sincerely,
MSN Life Sciences Private Limited

P Narsimha Rao
Senior Vice President - Group HR

January 17, 2019

Annexure-I

Mr.P. Gopal

Designation: Senior Executive

Grade : G06

Department: Technical Services Development

TOTAL COST TO COMPANY

All figures in INR

Salary Components	Per Month	Per Annum	Payment Frequency
A. Monthly Salary			
Basic Pay	21667	260000	Monthly
House Rent Allowance	8667	104000	Monthly
Conveyance Allowance	1600	19200	Monthly
Education Allowance	200	2400	Monthly
Minimum Guaranteed Bonus	17900	214800	Monthly
A - Monthly Gross Total	50033	600400	
B. Annual Benefits			
Medical Allowance	417	5000	Annual
Leave Travel Allowance	417	5000	Annual
B - Annual Benefits Total	833	10000	
C. Statutory Benefits			
PF (Employer Contribution)	2600	31200	Monthly
ESI (Employer Contribution)	0	0	Monthly
Bonus / Ex-gratia	700	8400	Annual
C - Statutory Benefits Total	3300	39600	
D. Fixed Total Cost to Company (A+B+C)	54167	650000	
E. Gratuity (As per the Gratuity Act, 1972)	1042	12506	
Total Cost to Company (D+E)	55209	662506	

Apart from the above, you are also eligible for following Benefits as per the Company Policy.

1. Coverage under Group Personal Accident Policy
2. Coverage under Group Term Life Insurance Policy
3. Coverage under Group Mediclaim Policy (Self & Dependents - Spouse, Parents and 2 Children)

MSN Life Sciences Private Limited


P Narsimha Rao

Senior Vice President - Group HR

Name: P. Gopal

Annexure- II

TERMS & CONDITIONS OF THE EMPLOYMENT

1. The effective date of joining shall not be later than **April 20, 2019**, failing which this offer and Appointment Letter stands withdrawn.
2. Your initial place of posting shall be at **MSN Life Sciences Private Limited - MSNLS-III-Bhiknoor** Location. However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not deem to constitute a change in your service conditions.
3. Your appointment with the Company would be subject to successful pre and/or post-employment background checks, in respect of accuracy of the testimonials, experience and information provided by you in securing the employment with the company. If you have made any false declaration or willfully suppressed any material information, you will be liable for removal from the service without notice.
4. Your Date of Birth is recorded as **July 06, 1991**, by the Company on the basis of documentary evidence produced by you at the time of your appointment. You are advised to take note of the same, and this date will be considered as the authenticated Date of Birth for all purposes throughout your service with the Company, and will not be changed under any circumstances.
5. You will be on probation for a period of six months, and the same may be extended at the discretion of the management by such further period not exceeding six months. During the period of probation including any extended period, this contract of employment is terminable by either party with or without any notice or assigning any reason.
6. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
7. You shall do the best of your ability and devote your experience, knowledge, skills and working hours with full of attention and energy for the business of the Company. You shall use your best endeavors to promote the interest and welfare of the Company. The Company shall be entitled to all the benefits and profits arising from such work and efforts of yours.
8. Changes in your compensation are discretionary and will be subject to the overall performance of the Company, your individual effective performance and policies of the Company. You shall keep details of your salary and employment benefits strictly confidential within and outside the Company.
9. You will be liable to conform to the Company Policies and Procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.

8.2 -

Name: P. Gopal

10. As per the policy of the Company, we expect you to devote full attention and effort to the business of the Company and to continuously develop professional skills in mutual interest. We clearly disapprove of any employee directly or indirectly engaging himself/herself in or devoting any time or attention to any part-time employment or business or monetary position other than that of the Company. You will not undertake either directly or indirectly any activities, which are contrary to or inconsistent with your obligations to the Company, its reputation, image and interest whether direct or indirect. At any time, if it is found that there is any breach of this condition on your part, your services are liable to be terminated at the discretion of the management.
11. You will be responsible for the safe keep and return in good condition and order, of all property such as tools, equipment, instruments, books, uniforms etc., which may be in your use, custody, care or charge. The Company shall have the right to deduct the monetary value of all such things from your dues and take such other action, as we deem proper in the event of your failure to account for such property to our satisfaction.
12. As per the Company's policy, the age of superannuation is 58 years subject to your being physically and mentally fit as certified by a medical practitioner designated by the Company and meeting the performance expectations of the Company. Retention of your services beyond the age of superannuation will be entirely at the discretion of the management.
13. You will be required to sign an Employee Non-disclosure/Confidential Agreement with the Company at the time of joining. In the performance of your duties, you will come to possess information connected with the Company's financials, operations of manufacturing processes, documents, plans, drawings, prints, trade, secrets, technical information, reports, statements, correspondence etc., and other matters relating to the Company's business, written or unwritten and also information and instructions that pass through you or come to your knowledge. All such information shall be held by you in strict confidence and shall not be divulged to any person during your services with the Company or thereafter. In the event of your acting in any contrast or thereafter, the Company will be at liberty to initiate appropriate proceedings to safeguard the interests of the Company.
14. This contract of employment after confirmation of your probation period is terminable with or without reason by either party giving three months notice in writing. The Company reserves the right to pay or recover pay-off in lieu of notice period. Further the Company may at its discretion, relieve you on such date as it may deem fit even prior to the expiry of the notice period.
15. Upon termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a smooth transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.

8.2 -

Name: P. Gopal

16. Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things including any copies thereof, containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents/ property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.
17. The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in clause 2 of this letter of Offer and Appointment Letter, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You will not be entitled to engage in any other employment, work or business during the notice period.
18. Any breach of the Company's regulations/ policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee will be regarded as a disciplinary matter and Disciplinary action will be initiated accordingly as per the Company regulations / policies.
19. Jurisdiction: Any disputes arising out of and /or related to your employment with the Company shall be subject to Hyderabad City Jurisdiction.

Acknowledgement for the Acceptance of the Offer and Appointment Letter

I read & understand all Terms & Conditions relating to my Offer and Appointment Letter and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____

Signature:



Date: